

**TOWN OF NORTH HAVEN
INVITATION TO BID
PROJECT #16-15**

1. Sealed bids are invited by the Town of North Haven, CT, hereinafter called the Owner, for the Project: **Community Rooms at Fire Companies 3 and 4, North Haven, CT**. The Project shall include renovations of old apparatus bays into community rooms with kitchen and associated work.
 2. Bidding Documents have been prepared by Drummey Rosane Anderson, Inc. (DRA Architects), 225 Oakland Road, Suite 205, South Windsor, CT, hereinafter called the Architect.
 3. Bids shall be directed to Edward J. Swinkoski, Director of Finance/Administration, 18 Church Street, North Haven, CT 06473 in a sealed envelope clearly marked "**Community Rooms at Fire Companies 3 and 4, North Haven, CT.**"
 4. Bid submission deadline is 10:00 a.m., prevailing time on Tuesday, November 17, 2015 at the office listed in paragraph 3. Bids will be opened and read aloud soon after.
 5. Bidding Documents in complete sets only will be available at the office listed in paragraph 3 on and after 2:00 p.m., Prevailing Time on Wednesday, October 28, 2015. Please bring a business card containing all contact information including email address when picking up Bidding Documents. A charge of **\$10.00** for each complete set is required in the form of **check, cash or money order payable to Treasurer, Town of North Haven. This fee is not refundable.**
 6. Addendum and answers to RFIs shall be issued by the Architect to those who acquire the Bidding Documents directly from the Architect. In the event a Bidder obtains Bidding Documents from any other source, the Architect or the Town shall not be responsible for the completeness and accuracy of said Documents. Electronic Bidding Documents are not available to Bidders at this time.
 7. Each Bid must be accompanied by a bid security payable to the Town of North Haven in the amount of 5% of the Bid Sum in the form of Bid Bond, AIA Document A310, from a surety company licensed to do business in the State of Connecticut, pledging that the Bidder will enter into a contract with the Owner on the terms stated in the Bid. No Bids may be withdrawn for a period of twenty (20) days from the date of Bid opening. The amount of bid security shall be forfeited to the Owner if the Bidder, after being notified of selection for the award of the contract for the work, fails to furnish the required bonds and enter into a contract for construction within ten (10) days after such notification.
 8. A mandatory Pre-Bid Conference and walk-through will be held at 10:00 AM prevailing time on Wednesday, November 4, 2015 commencing at Fire Company 3, 1331 Ridge Road, North Haven, CT and then moving to Fire Company 4, 366 Washington Avenue, North Haven, CT. Bids will not be accepted from Bidders who were not present at the Pre-Bid Conference and walk-through. Attendance by Bidders who will be bidding as subcontractors is optional.
 9. Subject to the rights reserved to the Owner in the Paragraphs below, the contract shall be awarded to the lowest responsible qualified bidder.
 10. The lowest qualified responsible bidder shall furnish and pay for surety in the full amount of the contract. This bond shall provide 100% security for the faithful performance of the contract and the payment of all persons performing labor or furnishing materials in connection with the
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contract. Such surety shall be written by a surety company qualified to do business in the State of Connecticut and acceptable to the Town.

11. No rights shall accrue to any person submitting a bid until such bids have been accepted and contract awarded in writing by the duly authorized representative of the Town of North Haven. The Town reserves the right to reject any and all bids and to accept the lowest responsible qualified bidder, and to waive any informalities, omissions, excess verbiage, or technical defects in the Bidding, if, in the opinion of the Town, it would be in their best interest to do so.
12. All questions during bidding period must be **in writing** by email (preferred method), fax or mail to the Architect: emailed to:

ATTN: Anwar Hossain, c/o DRA Architects at ahossain@draws.com
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13. If the bid submission date is **not** extended, the last addendum shall be issued no later than 3:00 PM prevailing time on Thursday, November 12, 2015. The deadline for questions received by the Architect shall be no later than 3:00 p.m. prevailing time on Friday, November 13, 2015.
 14. The Town of North Haven is exempt from paying Connecticut sales tax. No sales tax shall be added to the construction cost for this project.
 15. The successful Bidder who is awarded the Contract shall obtain all required permits. Building Permit Fee will be waived. The Contractor and subcontractor shall pay for the State required Educational Fee.
 16. State of CT Prevailing Wage Rates shall be applicable to this project.
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